

**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT (MVA) NUMBER 04-38**

OPENING DATE: 24 Jun 2004

CLOSING DATE: 26 Jul 2004

(Applications will not be accepted after 1600 hrs)

UNIT/LOCATION: 128ARW, General Mitchell ANG Base, Milwaukee, WI

POSITION: Command and Control Specialist

MILITARY AFSC REQUIREMENTS: 1C3X1

MINIMUM SKILL LEVEL REQUESTED: Five Level

AREA OF CONSIDERATION: Restricted to category II AGRs currently employed at 128ARW, General Mitchell ANG Base, Milwaukee, WI

FILL DATE: On or about 1 July 2004

SALARY RANGE: Pay and allowance commensurate with military pay.

MINIMUM GRADE REQUIRED: SSG/E-5

MAXIMUM EUMD GRADE: TSG/E-6

AVAILABLE UPMR GRADE: TSG/E-6

MINIMUM QUALIFICATION REQUIREMENTS

1. Member must be medically qualified IAW AFI 48-123. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date. Females require a pregnancy test within 30 days prior to AGR start date.
2. Members must meet physical fitness standards IAW 10-248, Air National Guard Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

DESCRIPTION OF DUTIES:

Manages and performs activities within command posts (CP), operations centers, rescue coordination centers, and command centers. Provides command, control, communications, and information support. Receives and relays command and control (C2) instructions and

records, and collects, processes, and submits manual and automated data products. Establishes procedures for operational reports, readiness reports, and the Status of Resources and Training System (SORTS) report. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Ensures compliance with CP policies and procedures. Performs nuclear C2 actions in the execution phase of Emergency War Orders, and directs conventional C2 actions supporting Emergency Plans, Operations Orders, and Operations Plans. Relays C2 instructions for launch, execution, diversion, recall, evacuation, recovery, recycle, and reconstitution of forces. Coordinates and executes search and rescue activities. Receives, processes, and disseminates emergency action messages via voice and record copy. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of CP operations. Initiates, receives, and takes action on alert messages. Flight-follows aerospace resources and monitors mission status. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Ensures operational readiness and adherence to standards. Recommends actions to correct CP deficiencies. Maintains and disseminates local and worldwide forecasts and current weather. Ensures existing directives for executing and controlling assigned forces are understood and properly applied. Prepares and submits operational, readiness, and SORTS reports. Analyzes and disseminates information derived from operational and readiness reports. Develops operational reporting procedures. Manages base-wide SORTS program. Develops procedures, maintains databases, trains personnel, and conducts staff assistance visits. Ensures SORTS data is current and accurate. Monitors and reports information on international treaty requirements and aerospace assets. Reports aerospace mission readiness and disposition of forces information. Operates and monitors voice, data, and alerting systems. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Maintains operational status displays. Maintains proficiency in Theater Battle Management Core Systems (TBMCS) and aircraft flight following systems. Establishes staffing, communications, and facility requirements. Maintains and provides Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, and destroying COMSEC material. Maintains CP security, and performs entry control and escort procedures. Performs administrative actions. Compiles and maintains entry authority list. Maintains International Civil Aviation Organization document and posts changes to the foreign clearance guide. Coordinates and provides input to base support plans.

The following items are mandatory as indicated:

In order to be fully qualified for this position the following criteria must be met. The only qualifications screened for are listed as mandatory or required for ENTRY into the AFSC.

Knowledge is mandatory of: Not Used.

Experience: Not Used.

Education: Not Used.

Training: 1C351. Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling input and output data from automated CP systems using data processing devices, data coding methods, and communication operations.

Other: For award and retention of AFSC 1C331/51/71/91/00, eligibility for a Top Secret security clearance according to AFI 31-501, Personnel Security Program Management. Continued demonstration of mental and emotional stability.

HOW TO APPLY

Submit a package that includes the following:

1. Cover Letter addressing applicable items listed below:
 - A. Indicate the military vacancy announcement you are applying for.
 - B. Indicate whether you are currently an AGR, technician, drill status or active duty and what unit you're in.
2. NGB Form 34-1 completed and **signed**.
3. Personnel Records Review RIP, complete and current.
4. Medical Records as listed:
 - A. SF 507 (Annual Assessment form). **FOR ALL APPLICANTS - MUST BE SUBMITTED IF PHYSICAL IS MORE THAN 12 MONTHS OLD. Current AGR members must include, regardless of physical date.**
 - B. 2003 FitnessAge assessment form.

5. One (1) – DMA Form 181 (*Race/nationality form*) (*If DMA 181 is unavailable use SF Form 181*)

*Note: Forms may be found by going to the following web site: <http://dma.wi.gov/agr.asp>

6. Forward application to: **THE ADJUTANT GENERAL WI, ATTN: WJS-J1-MS-MD (AGR Air Staffing), 2400 WRIGHT STREET, MADISON, WI 53704-2572.** Applications must be mailed at applicant's own expense. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Questions regarding this announcement may be referred to the above at DSN 724-3718 or commercial (608) 242-3718. Applicants are encouraged to call prior to job close date to ensure application was received; however, it is the applicant's responsibility alone to ensure that the application and all required supporting materials are complete. The application **will not be reviewed** until after the closing date. If the application is incomplete a letter will be sent to the individual indicating the reason for disqualification. All applications become the property of the J1Office.